

STUDENT AFFAIRS STAFF MEETING MINUTES

Meeting Date: November 4, 2009

Location: SSB 120

Time: 10:00 a.m.

Present:

Ron Jackson
Celia Bauss
Nancy Garmroth
Leila McKinney
Erin Watkins
Kathy McKinzie

Members Absent:

Gerry Brantley

Guests: James Brewer

<p>Key:: C – Completed IP – In Process I - Information</p>				
Item Discussed	Discussion	Action/Recommendations	Status	Follow-Up
<p>1. Old Business</p>				
<p>2. New Business</p>	<p>James Brewer, a Pharmacy Tech student, gave a demonstration on video phones and shared his idea about mentorship through the use of technology using the video phone.</p> <p><i>Ron Jackson – Updates</i></p> <p><u>2010-2011 Academic Calendar</u> Mr. Jackson distributed a copy of the 2010-2011 academic</p>			

	<p>calendar along with information from Dr. Sidlowski regarding discussion points for the 2010-2011 Academic Calendar draft. Points of concern from several of the Leaders pertaining to the discussion points were:</p> <ul style="list-style-type: none"> • Graduation date – April 30, 2011 • Two week faculty leave in July/August; no faculty on campus to advise students <p><u>Dual Enrollment</u></p> <ul style="list-style-type: none"> • Discussion regarding fees for the various locations – working to develop a fee format • Good opportunities at Dorman High School • Conversation with representatives from District 7. Spartanburg High School will come in to play in the Fall • Decrease in dual enrollment participants at Boiling Springs High School <p><u>Strategic Staffing</u></p> <ul style="list-style-type: none"> • Full-time positions, along with temporary part-time positions will be included in strategic staffing. This will include tutors, interpreters, note takers, etc. • More advance planning in the hiring of temporary part-time individuals. <p><u>FERPA</u></p> <ul style="list-style-type: none"> • FSD activity webinar scheduled for Tuesday, November 17th, 2:00 p.m. – 3:00 p.m., Room 232. <p><u>H1N1</u></p> <ul style="list-style-type: none"> • Mr. Jackson forwarded information from Dr. Russ Bumba, State Office, regarding H1N1 and FERPA (disclosure). He encouraged the Leaders to read over the information and become familiar with it and to share the information with individuals they supervise. <p><u>Fall Enrollment Statistics</u></p> <ul style="list-style-type: none"> • Information from the Research Department was distributed to the group regarding Fall enrollment statistics. Total enrollment on the information was 			
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	<p>5,607. Ms. Bauss stated that the reporting enrollment number was actually 5,717.</p> <p><u>HEA Disclosure Requirements</u></p> <ul style="list-style-type: none"> • Mr. Jackson e-mailed a summary of HEA Institutional Disclosure Requirements to the Leaders'. Ms. Garmroth made a suggestion that the Leaders get together to work through these requirements. Mr. Jackson announced that the next Leaders' meeting will be devoted specifically to the disclosure requirements. The next meeting will be held November 18th at 10:00 a.m. <p><u>Approved Procedures</u></p> <p>The following procedures were approved at the last Executive Council meeting:</p> <ul style="list-style-type: none"> • Length of Academic Semesters • Naming of College Facilities • Identity, Theft and Intrusion Protection (policy & procedure) • Disciplinary Action (policy & procedure) • Property Management Control • Reduction in Force • Grievances and Appeals <p>Extended Council will meet November 10, 2009, 9:00 a.m. – noon. There will be a guest speaker.</p> <p><i>Kathy McKinzie</i></p> <p><u>Admissions & Counseling</u></p> <ul style="list-style-type: none"> • Phyllis Rogers has accepted the position of Director of Counseling, effective November 2, 2009. This will create an opening for an additional counselor in the counseling department. • Kathy Jo Lancaster has done a great job working through the Active Admissions. IT has been very supportive. • October 14th 1,500 students were tested with ASSET. 		<p> </p> <p> </p> <p> </p> <p> </p>	
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	<p>committees and then she will help in connecting students with employers.</p> <ul style="list-style-type: none"> • Working with Jane Bird to get the CPP website updated. • Smart Jobs has record enrollment. An average of 60 people in College 100 orientation. Julie French is doing a wonderful job of working with individuals on how to change what they are doing with their job search. <p><u>Student Activities</u></p> <ul style="list-style-type: none"> • Ms. McKinzie stated that Leslie Blackwell is doing a tremendous job with Student Activities on all three campuses. She also stated her thanks for everyone who helped with the Fall Fest event and the Welcome Back Bash event. • More activities are planned for Spring Semester. • Encouraged to view the Student Activities website. <p><i>Erin Watkins</i></p> <p><u>Departmental Update</u></p> <ul style="list-style-type: none"> • Success Network is full for Fall Semester (160 students). Still accepting application. • On-line application is working beautifully. Students can apply for Success Network on-line or in the SN office. • Last week, Success Network awarded their remaining scholarships for the Fall Semester. They were able to award about \$19,000 to students for the Fall Semester and will have another \$19,000 to award for Spring Semester. • Annual Performance Report is due to the Department of Education before November 30th. Should be completed this week and have submitted by Friday, November 6th. <p><u>Upcoming Activities</u></p> <ul style="list-style-type: none"> • Two workshops are scheduled: “Preparing for Final Exam” and “Get Ready to Transfer” 			
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	<ul style="list-style-type: none"> • Fall graduates are applying for graduation • Ms. Bauss attended a Records Peer Group meeting on Tuesday, November 3rd. • Ms. Bauss will set up a registration committee meeting for November 20th. <p>Note: All Leaders' meetings will be held at 10:00 a.m.</p>			
	<p>Next Meeting scheduled for November 18th at 10:00 a.m. in Conference Room 120.</p>			
<p>Adjournment 11:10 a.m.</p>	<p>There being no further business or discussion the meeting was adjourned:</p> <p style="text-align: center;">Submitted by:</p> <p style="text-align: center;"><i>Debbie Henderson</i></p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">Meeting Chair:</p> <p style="text-align: center;"><i>Ron Jackson, Vice President for Student Affairs</i></p>			